



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of the Mayor  
Office of the Deputy Mayor for Planning and Economic Development  
**DMPED Honors Internship Program – Fall 2014**



*The Office of the Deputy Mayor for Planning and Economic Development (DMPED) supports the Mayor in developing and executing the District's economic development vision. Our strategy is centered on three major priorities: attracting businesses, revitalizing neighborhoods and creating jobs.*

## ELIGIBILITY

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Applicants must be:

- Students currently enrolled in an undergraduate or graduate program leading to a degree in a field relevant to the internship.

## TERMS

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- The internship is administered through the **Washington, D.C. Office of the Deputy Mayor for Planning & Economic Development**, located at 1350 Pennsylvania Avenue, Suite 317.
- The position is unpaid and part-time, beginning on September 22<sup>nd</sup>. The timeframe for this internship will be during the Fall of 2014 and concluding on or before December 21<sup>st</sup>, however the opportunity for extensions exist.

## SCOPE & DUTIES

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**The Corporate Assistant Unit** is a confidential resource tasked with overseeing attraction and retention of large-scale commercial tenants, providing strategic support to the commercial real estate sector, and acting as a liaison to key private sector stakeholders. Additionally, the unit is responsible for market intelligence, while assisting with strategic initiatives of DMPED. Much of the internship will be geared in assisting the unit's efforts within the upcoming national CoreNet event, being held in the Washington DC area for the first time. The internship will provide vast exposure to decision makers as well as heavy financial modeling and data analysis.

The following list is a sample of responsibilities performed by students serving as interns in the **Corporate Assistance Unit** as part of **DMPED's Business Development team**:

- Financial Modeling for comparative analysis
- Commercial real estate market analysis
- Gathering actionable intelligence through canvassing, and data analysis
- Assisting with Corporate Assistance's efforts for strategic communications for the 2014 national CoreNet Global conference in October (over 2500 commercial real estate professionals are expected to attend)
- Review existing legislation as related to specific initiatives
- General administrative duties, as assigned.

## QUALIFICATIONS

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- Financial modeling with Excel
- Strong communications skills.
- Proficiency in MS Word, Excel and PowerPoint.
- Cursory commercial real estate knowledge
- Effective communication skills: both oral and written
- Data analysis

## APPLICATION

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- **Deadline:** **August 29, 2014**
- **Process:** Please email a resume, cover letter, and completed application Sheila.Cuthrell@dc.gov. Please include "**DMPED HONORS INTERNSHIP APPLICATION – CORPORATE ASSISTANCE UNIT**" in the subject line.